

Workplace Alaska

Class Specification Natural Resource Manager III

Created: 06/03/1997 by Rachel Wilson	AKPAY Code: P6656	Class Code: PH0323
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	Approved by: Dianne Corso	Class Status: Active
Category: Professional	Class Title: Natural Resource Manager III	
Original Date: 09/24/1982	Use MJR Form: Standard	

Original Comments:

Established. Incorporates Land Management Technician I; Land Management Officer I-V; Deputy Director, NR; Park Technicia

Subsequent Revision Dates/Comments:

10/10/94 Update of clerical references in the NRT MQs (CDswanson).
05/01/95 Minor change to NRT II MQs (CDswanson).
11/16/2002 - Natural Resource study, revised specs and broadened MQs (cpreecs/jkidd).
12/03/2004 - MQs revision (Powelson)
09/25/2008 - Workplace AK spec revision: Added Census Job Code and AKPAY Code fields; Replaced Category field with Class Outline Category; Updated EEO4, SOC, and Class Code fields; Removed DOT field.

Last Update: **EEO4:** B **SOC:** 11-9121 **Census:** 02

Last Update Comments:

Definition:

Under general direction, Natural Resource Manager III is the administrative and technical manager of organizational unit(s) performing professional work in the development, administration, analysis or implementation of programs to manage the land, water, mineral, forest resources, oil, gas, agricultural, natural and cultural history, parks and related surface and subsurface resources of the state.

This is a supervisory class with substantial responsibility for the exercise of independent judgement in employing, disciplining, or adjudicating grievances of subordinates.

Distinguishing Characteristics:

The Natural Resource Manager (NRM) series performs tasks associated with the stewardship and management of all state-owned land, water, oil, gas and other natural resources except fish and wildlife.

Positions in the series are differentiated based on a combination of two job elements: 1) the management skills and activities required including general administrative tasks such as supervising staff, developing and managing budgets, and developing policies and procedures; and 2) the complexity of the function, program or projects managed through direct participation in the professional work or through subordinate staff. The mix of the particular elements varies by position. Assignment to a particular class within the series is determined by the overall level of the position's duties based on the analysis of duties within each of the two job elements.

The organizational units managed by the NRM III typically are regional offices or staff support units providing services in a specialized aspect of natural resource management to an entire division and composed of several smaller organizational units headed by lower-level managers, often at the NRM II level. Responsibilities of the NRM III include the development and implementation of policy for managing the particular resource, program administration (personnel and budget), representing the department's activities in the particular area of resource management, and advising the division director or commissioner on policy alternatives. Because NRM III positions typically are regional managers or section heads, the duties assigned to NRM III positions are usually balanced between both job elements, although some positions may be somewhat less balanced but have unusual compensatory strengths in one of the job elements. For example, although an incumbent may supervise only a small unit, the incumbent may have high level, broad scope legislative or policy-making responsibilities.

NRM III is distinguished from the NRM II by the greater administrative responsibilities (particularly in financial management or policy making) at the NRM III level and by an increased level of complexity in the programs managed. Work performed at the NRM III level is characterized by a greater demand for coordinating and resolving conflict across agency and occupational lines in order to carry out the stewardship mandate for protecting and developing natural resources and by the requirement for managing multiple units which often have diverse program missions and regulatory environments, or which may require highly-specialized job skills and knowledge. The role of the NRM III requires an administrator's focus whereas the role of the NRM II requires a manager's focus.

NRM III is distinguished from the NRM IV by the lesser administrative responsibilities (particularly in financial management, policy-making and accountability for a division's mission) at the NRM III level, and by the lessor complexity of the programs managed. At the NRM IV level

programs have a greater scope of authority and impact as well as a higher profile outside the division, especially in circumstances where there may be intense political scrutiny or higher consequence of error. The role of the NRM III requires an administrator's focus whereas the role of the NRM IV requires an executive's focus.

The NRM series is distinguished from the Natural Resource Specialist series by the NRM's dual primary purposes: 1) permanent supervisory responsibilities and management of the work of the organizational unit as well as 2) the performance of professional work.

Examples of Duties:

Develop and implement program goals and objectives to accomplish those of the department; develop the organizational structure, budget, program directions, and personnel and fiscal management policies and advise the division's deputy director and director.

Serve as director's line officer in charge of region-wide programs establishing priorities for geographic units and monitoring program accomplishments.

Negotiate settlements in accordance with policies, regulations and statutes.

Set budget priorities; obligate funds; approve travel; negotiate reimbursable agreements; approve expenditures; prepare budget and fiscal notes for new projects or legislative actions. Provide statewide or regional managerial audit of program effectiveness and fiscal integrity.

Attend or conduct public meetings or hearings that require a high level of representation to address issues or to present sensitive material. Undertake active conflict resolution with civic and political leaders, specializing in contacts with legislators, media representatives, community leaders and similar organizational leaders.

Conduct public meetings to explain programs and policies where understanding and consideration of the ramifications on statewide and national issues is required.

Take the lead in policy development analysis including advising the director and Commissioner on major changes needed in policies, regulations or statutes.

Approve annual work plans of all subordinate functions and monitor work in progress. Revise priorities based on agency or public need.

Participate in all levels of land use planning, providing land and resource management expertise.

Knowledge, Skills and Abilities:

Thorough knowledge of project management.

Thorough knowledge of the initiation, development and evaluation of public programs or services.

Thorough knowledge of policy development and program administration (personnel and budget) for managing significant resource functions, land use management, land sales and leases, water management, mining practices and comprehensive land management plans.

Thorough knowledge of federal, state and local relationships as they impact the operations of the department.

Considerable knowledge of administrative hearing and negotiation procedures.

Considerable knowledge of prior judicial and administrative settlements affecting natural resources.

Working knowledge of Geographic Information System technology used in the management of natural resources in the State of Alaska.

Ability to analyze revenue and expenditure accounts and prepare budget projections.

Ability to determine personnel needs and allocate necessary equipment and information to personnel in a region or statewide.

Ability to organize support for division programs.

Ability to arbitrate disputes in a fair and impartial manner and to negotiate settlements in accordance with state policies, regulations and statutes.

Ability to coordinate programs with other state agencies and to organize and develop interagency agreements and procedures.

Ability to formulate long ranges goals and develop organizational and operational plans for their accomplishment.

Ability to conduct effective public meetings in a contentious environment.

Minimum Qualifications:

One year of managerial or second advanced professional experience in natural resource management. The required experience includes work such as a Natural Resource Specialist IV, Natural Resource Manager II, Agronomist III, Geologist IV, Hydrologist III, Park Superintendent, or Environmental Conservation Manager I with the State of Alaska or the equivalent with another employer.

OR:

Two years of advanced professional or supervisory level experience in natural resource management. The required experience includes

work such as a Natural Resource Manager I, Natural Resource Specialist III, or Environmental Specialist III with the State of Alaska or the equivalent with another employer.

OR:

A Ph.D. in natural resources field (such as forestry, geology, agronomy, and hydrology), public administration, business administration, planning, or economics, or a juris doctor (J.D.)

AND

One year of advanced professional or supervisory experience in natural resource management. The required experience includes work such as a Natural Resource Manager I, Natural Resource Specialist III, or Environmental Specialist III with the State of Alaska or the equivalent with another employer.

Required Job Qualifications:

(The special note is to be used to explain any additional information an applicant might need in order to understand or answer questions about the minimum qualifications.)

Special Note:

For purposes of the minimum qualifications, natural resource management is defined as the management of the land, water, mineral, forest, oil, gas, agricultural, archaeological, natural and cultural history, park, and related surface and subsurface resources of the state. Experience or education in natural resource management means involvement in the above resources exclusively. Those with experience or education in managing these resources may specialize in different management functions (for example, planning, regulation, research or title). All of this experience is applicable under the natural resource management definition. Some positions may require education in a particular area of natural resource management or specific technical knowledge and training gained through specialized education or progressively greater responsibilities at the lower levels of the series.

Minimum Qualification Questions:

Do you have one year of managerial or second advanced professional experience in natural resource management? The required experience includes work such as a Natural Resource Specialist IV, Natural Resource Manager II, Agronomist III, Geologist IV, Hydrologist III, Park Superintendent, or Environmental Conservation Manager I with the State of Alaska or the equivalent with another employer.

Or Substitution:

Do you have two years of advanced professional or supervisory level experience in natural resource management? The required experience includes work such as a Natural Resource Manager I, Natural Resource Specialist III, or Environmental Specialist III with the State of Alaska or the equivalent with another employer.

Or Substitution:

Do you have a Ph.D. in natural resources field (such as forestry, geology, agronomy, and hydrology), public administration, business administration, planning, or economics, or a juris doctor (J.D.)?

AND

Do you have one year of advanced professional or supervisory experience in natural resource management? The required experience includes work such as a Natural Resource Manager I, Natural Resource Specialist III, or Environmental Specialist III with the State of Alaska or the equivalent with another employer.